Figure 184: Text dialog

Positioning, resizing, and arranging images

Using the mouse

To move an image to a new position in your spreadsheet, click on the image and drag it to a new position. The image will still be anchored as it was originally (that is, *To Cell*, *To Cell (resize with cell)*, or *To Page*).

To resize an image:

1) Click on the image to display the selection handles.

2) Position the cursor over one of the selection handles. The cursor changes shape, giving a graphical representation of the direction of the resizing. The corner handles resize both the width and the height of the image simultaneously. The top, bottom, left and right handles only resize one dimension at a time.

3) Click and drag to resize the image.

> 🛈 **Tip**
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> To retain the original proportions of the image, click and drag one of the corner handles. If you want to change the original proportions, *Shift+Click* one of the corner handles, then drag.

Using the Position and Size dialog

To accurately position and size an image in your spreadsheet, click on the image and then go to **Format > Object > Position and Size** on the Menu bar, or right-click on the image and select **Position and Size** in the context menu.